

Minutes - Information Systems Committee
Chambers Room (C101), 421 Nebraska Street, Sturgeon Bay
THURSDAY, SEPTEMBER 16, 2010

1. Chairman Richard Haines called the meeting to order at 1:00 p.m.
2. Members present: Richard Haines, Mark Moeller, Joel Gunnlaugsson, David Lienau and Ben Meyer.
 Also present were: Information Systems Tim Ullman, Tom Haight, Register of Deeds Carey Petersilka, Finance Director Shirley Scalish, Sanitarian John Teichtler and Administrative Assistant Lori Holtz.
3. Adopt the Agenda
 Motion by Lienau, seconded by Moeller, to adopt the agenda. Motion carried.
4. Approve IS Committee Meeting Minutes of August 11, 2010
 Motion by Moeller, seconded by Gunnlaugsson, to approve IS Committee Meeting Minutes of August 11, 2010. Motion carried.
5. **Real Property Listing**
 - 5.1. Office Update
 - 5.1.1. Sales for the month of July were 236 and splits were 131. (increase due to several condominiums being declared up by Horseshoe Bay) Sales for month of August 198 and splits 28.

	2004 Sales	2004 Splits	2005 Sales	2005 Splits	2006 Sales	2006 Splits	2007 Sales	2007 Splits	2008 Sales	2008 Splits	2009 Sales	2009 Splits	2010 Sales	2010 Splits
January	304	105	333	114	326	147	271	95	289	47	125	32	138	26
February	311	233	300	118	215	79	262	207	161	39	131	28	160	48
March	(comb Feb& Mar)		272	120	358	79	245	70	183	43	174	37	175	40
April	294	162	288	99	283	121	232	60	207	75	153	12	137	29
May	364	176	389	115	326	118	328	147	264	41	169	52	197	48
June	428	167	340	112	303	130	323	130	262	86	189	60	244	39
July	420	149	338	121	351	183	264	104	286	134	196	52	236	131
August	431	149	462	198	397	119	282	95	230	26	185	39	198	28
TOTAL	1937	803	2722	997	2559	976	2207	908	1882	491	1322	312	1485	389

- 5.1.2. Map/Map Coverage's: Web Map and in house coverage's updated through the end of August
- 5.1.3. Assessor Work Rolls: One more book came in since the last meeting. We now have 18 of the 19 work rolls with new assessments for 2010 entered. So far entered 5305 assessment changes for 2010. Only waiting on Village of Ephraim which is a reevaluation.

Municipality	2006 Assessment Changes	2007 Assessment Changes	2008 Assessment Changes	2009 Assessment Changes	2010 Assessment Changes
Baileys Harbor	2771	265	353	352	165
Brussels	192	1224	181	242	270
Clay Banks	234	115	522	136	139
Egg Harbor	721	671	597	3067	251
Forestville	436	919	397	483	355
Gardner	545	183	115	137	128
Gibraltar	807	663	568	537	392
Jacksonport	442	424	407	1628	118
Liberty Grove	760	782	764	733	550
Nasewaupee	4317	974	672	786	643
Sevastopol	3959	968	820	777	448
Sturgeon Bay	259	269	212	219	159

Union	1124	466	328	257	59
Washington	2747	368	287	269	293
V. Egg Harbor	238	219	219	1118	106
V. Ephraim	166	132	150	233	
V. Forestville	47	38	45	43	47
V. Sister Bay	215	281	1590	137	120
City St. Bay	1398	1226	1192	1366	1062
TOTAL	21378	10187	9419	12520	5305

5.2. Review/Approve 2011 Budget / Forward to Finance Committee

Finance Director Shirley Scalish explained that she and Administrator Serpe met with Hansen and went over her budget.

Motion by Moeller, seconded by Meyer, to accept the Real Property Listing Budget as presented and forward to Finance Committee. Motion carried.

Approve Vouchers – None.

6. **Land Information Office (LIO) Coordinator**

6.1. Report Balance of County LIO funds

Land Modernization Balance:	\$189,006.27
LIO Internet Balance:	37,523.97
Total Land Modernization and LIO Internet Balance:	226,830.24
GIS Fees Collected to Date	879.00

6.2. Status of 2011 Aerial Photography Project

Haight provided a detailed map showing which areas of the county would be getting Community level and which would have the Neighborhood (detailed) aerial photography. The proposal from the vendor would require \$60,257.75 per year from the LIO account... a little less than the amount approved by the Committee at the last meeting.

6.3. Review 2011 Projects / Budget

Haight provided an updated copy of the proposed 2011 LIO budget, which reflects the changes made in the aerial photography budget.

6.4. Approve purchase of monitor for Sanitarian counter PC

Request is for a monitor, costing approximately \$160.00, for the Sanitarian Office front counter.

Motion by Lienau, seconded by Meyer, to approve the purchase of the monitor for \$160.00 from the LIO Account. Motion carried.

6.5. FYI / Project Update

Haight reported on the following:

- Working on a webpage for the Airport
- Site plan for the Communication Towers on the Brussels Hill
- Cana Island Parking Plan
- Incorporated the DNR wetlands update to the Web Map.
- ARCGIS10 to Citrix Server updated.

7. **Register of Deeds**

7.1. Update on filed/recorded documents

2010 Certified Copies / Month	Birth	Marriage	Death	Domestic	VA	Total	Total Fees	2009 Comparison	
								Total	Total Fees
January	87	63	324	0	11	485	\$1,782.00	564	\$1,889.00
February	87	35	310	0	19	451	1,640.00	442	1,664.00
March	135	58	348	0	12	553	1,664.00	361	1,438.00
April	104	52	147	0	12	315	1,314.00	435	1,729.00
May	48	72	141	0	27	288	1,125.00	366	1,388.00
June	82	126	274	0	23	505	\$1,922.00	569	\$2,233.00
July	84	202	325	0	15	626	\$2,403.00	535	\$2,408.00
August	75	186	181	0	11	453	\$1,942.00	556	\$2,261.00
Totals to date:	702	794	2050	0	130	3676	\$13,792.00	3828	\$15,010.00

2010 Vital Records Filed /Month	Birth	Marriage	Dom. Ptn.	Death	VA	Total	2009 Totals
January	21	6	0	27	3	57	77
February	27	8	0	32	3	70	75
March	19	8	0	30	12	69	59
April	19	16	0	23	3	61	71
May	24	32	0	18	6	80	104
June	21	67	0	26	4	118	107
July	13	65	0	27	6	111	94
August	21	76	0	19	10	126	117
Totals to date:	165	278	0	202	47	692	704

Recording Fee Breakdown
\$30 flat fee
\$15 – General Fund
\$10 – Land Records
(\$6 – County Land Records)
(\$2 – State Land Records)
(\$2 – County Internet Fund)
\$5 - Redaction Fund

2010 Documents Month	Documents Recorded	Money Turned Over to County Treasurer	2009 Comparison	
			Documents	\$\$
January	734	45,474.30	701	57,223.40
February	694	38,137.20	981	40,911.70
March	805	60,754.30	988	45,525.80
April	723	46,357.20	963	48,032.40
May	736	88,009.00	1,083	53,716.90
June	910	75,560.20	1,395	86,020.70
July	766	78,700.30	981	71,687.70
August	908	76,298.50	788	64,021.80
TOTALS:	6276	509,2910	7,880	467,140.40

7.2. Review/Approve 2011 Budget / Forward to Finance Committee

Petersilka said she met with Administrator Serpe and Finance Director Scalish to go over her budget. The only increase is in the salary, wages, benefits portion of the budget. The budget reflects a lower revenue estimate and higher escrow revenue.

Motion by Moeller, seconded by Meyer, to approve the Register of Deeds 2011 budget and forward to Finance Committee. Motion carried.

7.3. Approve Vouchers

Motion by Gunnlaugsson, seconded by Lienau, to approve the Register of Deeds vouchers totaling \$2,327.03. Motion carried.

8. Information Systems

8.1. New Business

8.1.1. Discussion - Sturgeon Bay Channel Crossing for Fiber Network.

Ullman provided a memo he sent to Jim Stawicki of Sturgeon Bay Utilities, outlining the ongoing negotiations regarding Door County's use of the Sturgeon Bay Utilities (SBU) Bay crossing conduit. This will most likely work into an intergovernmental agreement, and Information Systems would be the sponsoring committee.

Ullman noted that this will eventually lower operating costs for the County, City, SBU and SB schools. It's a win-win for all public entities. The project is in the CIP budget for 2010.

8.1.2. Communication Advisory Technical Subcommittee (CATS) Update

8.1.2.1. Damage Forestville tower

Ullman reported that mice & snakes got into the electronics. Monies have been allocated from the maintenance budget and the Forestville Fire Department will clean up the building.

8.1.2.2. Brussels Hill Property Request

Ullman asked Tom Haight to create a map of the site that would depict the tallest radio tower that could be built on the site. Tower height is related to a fall over zone. The preliminary map indicates that any tower height is directly related to the distance between the N and S borders of the property. The information will be presented to the CATS committee in November and from there a recommendation made to the Property Committee. The Property Committee will be the committee of jurisdiction on this request.

8.2. FYI

Ullman reported on the following:

- Over the past 30 days, Gary Peterson and Jason Rouer worked on major network upgrades. Work will continue over the next 30-45 days.
- Received notification from the State of Wisconsin regarding the enterprise agreement for Microsoft based products. Door County's current vendor, CDW-G did not get the award. Dell and SHI were awarded the Microsoft contract by the State of WI. Thus Door County had to file paperwork to change vendors. Door County chose SHI as the vendor.
- Working on re-negotiating the contract for phone system maintenance. Currently Door County is without phone maintenance from Avaya. Hope to have a remedy by the end of the year.

8.3. Review/Approve 2011 Budget / Forward to Finance Committee

Ullman noted that he found one snafu since the last meeting. As the result in a change of how Citrix products are licensed, IS does not need the \$60,000 budgeted in 2010 or the \$60,000.00 requested in the 2011 budget process to date. After realizing this, Ullman met with Scalish and Serpe to see if it would be feasible to utilize the 2010 dollars for purchase of the proposed 2011 SAN budgeted at \$50,000.00. They agreed this would be valid. Overall, these changes reflect a reduction of the 2011 budget by \$110,000.00 from the IS budget presented in August.

At this time, in the 2011 IS budget, the notable increases over 2010 include the Professional Services and training line items. Ullman increased Professional Services line item from \$35,000 in 2010 to \$50,000 for 2011. Ullman increased the training line item from \$12,000.00 to \$15,000.00. Both of these line items in 2010 will be fully utilized or short.

Ullman met with Shirley Scalish and Mike Serpe to go over the IS budget. The net total of the 2011 proposed IS budget is \$1,235,629. The 2010 amended budget was \$1,231,952. This represents an increase of \$3,677.00. This is less than a 1% increase.

Motion by Gunnlaugsson, seconded by Meyer, to approve the IS budget request and forward to Finance Committee. Motion carried.

8.4. Approve purchase of SAN gear 2010

Ullman said he is looking for formal approval to purchase the Storage Area Network (SAN) with 2010 dollars instead of 2011 dollars in the amount of \$55,300.00. The request would also need to go to Finance Committee and County Board for approval.

Motion by Moeller, seconded by Lienau, to approve the request and move on to Finance Committee. Motion carried.

8.5. Approve Vouchers

Motion by Moeller, seconded by Meyer, to approve the IS vouchers in the amount of \$38,718.65. Motion carried.

9. Set Next Regularly Scheduled Meeting Date: Wednesday, October 14, 4:00 p.m.

10. Adjourn Meeting

Motion by Moeller, seconded by Lienau, to adjourn. Motion carried. Time: 2:15 p.m. Recorded by Administrative Assistant Lori Holtz.